



## Trustees' Annual Report for the period

| From | Period start date |       |      | To | Period end date |       |      |
|------|-------------------|-------|------|----|-----------------|-------|------|
|      | Day               | Month | Year |    | Day             | Month | Year |
|      | 01                | 09    | 2022 |    | 31              | 08    | 2023 |

### Section A Reference and administration details

Charity name

Machynlleth Community Children's Project Ltd

Other names charity is known by

MCCP Ltd

Registered charity number (if any)

1043102

Charity's principal address

Ty Melfed

Craigfryn

Machynlleth

Postcode

SY20 8JB

#### Names of the charity trustees who manage the charity

| Trustee name        | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|---------------------|-----------------|-----------------------------------|---|
| Iona Sawtell        | RI              | Appointed 13/04/2019              |   |
| Sam Brown           | Director        | Appointed 25/08/2021              |   |
| Jackie Lambourne    | Director        | Appointed 25/08/2021              |   |
| Sarah Tack          | Director        | Appointed 15/12/2021              |   |
| Catrin Cullen       | Secretary       | Appointed 16/05/2022              |   |
| Kristina Vince-Holt | Treasurer       | Appointed 16/05/2022              |   |

#### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |

## Section B Structure, governance and management

### Description of the charity's trusts

|   |   |
|---|---|
| Type of governing document<br>(eg. trust deed, constitution)        | The company was established under a Memorandum of Association which establishes its objectives and powers and is governed under its Articles of Association.  |
| How the charity is constituted<br>(eg. trust, association, company) | The organisation is a charitable company limited by guarantee, incorporated on 14th May 1992  |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Anyone interested in or approached about joining our board is made welcome to attend an initial meeting, after which they are asked to confirm their interest. Pending the completion of a Trustee Members form and nomination and seconding at an Ordinary Trustee meeting, that person is then co-opted onto the board. This person is officially voted in at the following AGM. Notes from Articles of Association read:<br>"The Board of directors may at any time co-opt any person to the Board of Directors whether or not he/she is a Member of the Company. The Directors may appoint a person who is willing to act to be a Director provided that the appointment does not cause the number of Directors to exceed any number fixed by or in accordance with the Articles as the maximum number of directors. If not re-appointed at such Annual General Meetings/he shall vacate office at the conclusion of that meeting." |

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system
- and procedures to manage them.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

As stated in the Memorandum of association MCCP's the objects for which the Charity is established are: 'To advance the education of children up to the age of eight years in Machynlleth and the surrounding area by promoting facilities for daily care, recreation and education of such children and by promoting good standards of child care by the parents of such children and all persons and organisations providing such facilities. Aims:-

- Provide high quality day care that enhances the development, care and education of pre-school children in a safe and stimulating environment, where they learn through play in partnership with parents/ carers.
- Welcome parents/carers who want to become directly involved in the activities of the provision and provide opportunities to do so.
- Encourage parents/carers to understand and provide for the needs of their children.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

- Encourage parents/carers to provide opportunities for their children to learn Welsh

**The Nursery, Pre-school, and Out of School Clubs:**

The Nursery and Out of School Club continued to remain busy with numbers increasing and the beginning of a waiting list. Our opening hours have remained the same following changes in the previous year. Nursery operates from 8.30am to 5.30pm and Out of School Club operates between 8.30am and 5.45pm. A dedicated staff member is employed to clean both settings after all children have left. This allows for a thorough clean of both settings daily.

Staffing over the last period had remained fairly consistent, with only 2 people leaving and 1 person employed. However, we have had a high level of staff sickness that has put a strain on the team and has meant we have had to close certain rooms due to not enough staff available to work.

The childcare offer is well used in Ty Melfed, with a high number of parents increasing hours beyond the Early Years Education hours. This has been our highest year for a long period. Nearly all parents now pay through the Tax Free Childcare scheme.

Staff wages were increased in April 2023 due to National minimum wage rise, fees were also increased to ensure we could continue to operate.

**Leadership and Management:**

Policies continue to be reviewed periodically.

Trustees and the RI continue to visit both settings, observing and supporting staff where possible. This is welcomed by all staff.

Staff meetings have not been happening as often as liked due to strains on staffing – this has now been rectified.

**Trustee meetings:**

03/11/22 - All agreed to employ new cleaner for Ty Melfed

13/02/23 - Reserves policy reviewed and updated (to include £24,000 reserve for new building)

27/03/23 - Agreed pay increase in line with National Minimum wage rise and fee increases.

04/05/23 - Staff representative to be present at Trustee meetings moving forward.

19/06/23 - agreed the 75% sick pay will be capped at 3 months.

31/07/23 - Increased hours for 2 staff members and extended contracts for apprentices.

**Additional details of objectives and activities (Optional information)**

We have received a great deal of support from volunteers this year. From cutting our grass on a regular basis to helping redecorate our nursery setting.

You **may choose** to include further statements, where relevant, about:

- policy on grant-making;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

- Ty Melfed Early Years Education spaces increased from 16 to 19 in January, with high volume of parents increasing to wrap around care.
- 2 staff members increased contracted hours.
- Staff completing their apprenticeships had their contracts extended.
- Trustees and staff continue to meet on a regular basis to highlight any concerns or issues that need to be addressed.
- A staff member is now present all trustee meetings
- Team leaders and business manager continue to submit reports for each trustee meeting. Minutes of trustee meetings are made available for staff. We work collaboratively to complete and update policies and risk assessments.
- The team leader continues to work with staff to complete annual Setting Evaluation Reports and create setting development plans.
- Parents and staff now complete online anonymous surveys to provide valuable feedback.
- RI's complete observations of how standards are being met and make recommendations for improving the service on a regular basis.
- The Business Manager has an open-door policy supported by the Team Leader to ensure all staff are able to discuss any concerns or worries they may be facing, at home or in work.
- Fundraising has continued and been successful. We now have an appointed staff member dedicated to organising fundraising events
- There is a safe and robust recruitment process and good contingency staffing plans and The All Wales Induction Workbooks are used with all new staff.
- MCCP aims to deliver its services bi-lingually. All staff use Welsh during singing, story times and as part of the daily routine. Children are able to respond simply

## Section D

## Achievements and performance

to what they hear in familiar circumstances. Many of the children progress to a Welsh medium school so this is a strong first step into using Welsh as part of the day.

- We will begin to transition both our settings to Welsh Medium.
- We are improving and developing the management and leadership of all staff at the settings and our trustee team.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

#### RESERVES POLICY

In January 2023 the Trustees reviewed the restricted Funds Policy

This policy explains why we hold a certain amount of our money in cash reserves, why we hold the level we hold and how this policy will be reviewed.

#### ***Machynlleth Community Children's Project (MCCP) Ltd.'s Reserves***

As a charitable company limited by guarantee, the Trustees acknowledge that each year the majority of income should be returned to the charity in terms of the services MCCP provides. However, as a sensible and professional organisation, it is important that a level of reserve is held which would be available should any unforeseen circumstance occur.

MCCP is dependent on trading income and an element of grant funding, the nature of the organisation is such that it is unlikely to be able to secure any other type of funding from other sources.

#### ***Level of Reserves***

In order to minimise the risk to the organisation, the Trustees have agreed the following:

To maintain a level capable of meeting a sufficient operating reserve to meet the equivalent of two-month salary costs.

Current assets surplus to the agreed operating reserve, should be used for strategic purposes of MCCP in developing its services and raising its standards.

£24000 was bequeathed to MCCP to help facilitate a new nursery building. This is to be held in reserves until such a time that a new nursery building is acquired. At any time, this policy can be reviewed should the chair of the Trustees receive official notice from either two of the Trustee Board.

Machynlleth Community Children's Project Ltd hold £64690.00 in reserves as of January 2023.

This policy was reviewed February 2023.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Fees make up the majority of our income, some funding comes from childcare and foundation phase funding grants from the council and a small amount is from fundraising and donations. We seek to supplement this with further grant fundraising.

MCCP is a charity and does not operate for a profit. It is a sustainable business that covers its overheads, payroll and running costs predominantly by fees and ongoing government childcare scheme grants.

Fundraising is used to increase the budget for children's consumables, resources for activities and workshops to maintain a quality level of service.

We do not rely on individual grants, but they are used to provide much needed infrastructure development.

During 2022-2023 we have also been able to secure the following funding:

Early Years Deprivation Grant £2300

RRRS Grant £2055.80

Covid community recovery grant £2960.96

Capital Small Grants Scheme (PCC) - £14913.59

Capital Small Grants Scheme (PCC) - £12132.76

Early Years Education (PCC) funding - £26248.31

## Section F

## Other optional information

### Staffing:

Staff employed: Celly Owen

Staff left: Julieann Evans February 2023 Celly Owen, Cleaning operative Louise Jones, Room Leader

### Trustees:

Trustees left: Angela Makaruk November 2022, Elliw Lloyd November 2022.

RI: Iona Sawtell appointed as RI for Nursery November 2022

### Training completed:

Characteristics of play - Holly Davidson, Shoned Rees, Kelly Watkinson

Child development 1 & 2 - Holly Davidson, Shoned Rees, Kelly Watkinson

Context of Learning - Holly Davidson, Shoned Rees, Kelly Watkinson

Physical Literacy - Holly Davidson, Shoned Rees, Kelly Watkinson

WellComm - Holly Davidson, Shoned Rees, Kelly Watkinson

Planning in the moment – Kelly Watkinson.

A curriculum for funded non maintained settings part 1 & 2, Holly Davidson, Shoned Rees, Kelly Watkinson

Curiosity Approach accreditation – all staff working towards

Kelly and Grace – First Aid level 3 16/08/2023

Olivia, Megan and Kirsty - Level 2 CCPLD

Holly, Kelly, Olivia, Megan, Emma, Grace, Amber, Alison, Anna, Piper and Nikki – Positive Behaviour Training 20/05/2023

**DBS:**

Jane White – Online check December 2022

Alison Heath 05/07/2023

Nikki Millward 06/06/2023

Laura Stevens 06/06/2023

Kelly Watkinson 23/08/2023

**Events & Fundraising:**

Danceathon 10<sup>th</sup> Sept 2022

Open day at The Nursery setting Easter 2023.

Danceathon fundraising event held on 22<sup>nd</sup> July 2023.

**Annual services Nursery:**

Boiler: Replaced on 17<sup>th</sup> February 2023

Alarms: 20/04/2023

Policy updates: February 2023

Fire extinguishers – 31<sup>st</sup> October 2022

Fire extinguishers – 31<sup>st</sup> October 2022

**Annual services Ty Melfed:**

Fire Alarms and extinguishers: 26<sup>th</sup> January 2023

Policy updates: February 2023

ICO: 4<sup>th</sup> September 2022

Fire extinguisher checks: 21/08/2023

Alarms: 20/04/2023

**Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Jackie Lamborne

Full name(s)

Jacqueline Lamborne

Position (eg Secretary, Chair,  
etc)

Secretary  
SECRETARY

Date

27/6/24